



# **Hawaii Charity Annual Financial Report Guide**



# Hawaii Annual Financial Report

- Organizations that file an Internal Revenue Service (IRS) Form 990 or 990EZ must complete and electronically submit a “Hawaii Charity Annual Transmittal Form” (HI Transmittal Form) and attach a PDF copy of the filed IRS Form 990 or 990EZ.
- The annual financial report for organizations that file an IRS Form 990 or 990EZ are due to the Department when the organization’s IRS Form 990 or 990EZ is due with the IRS including any extensions for filing granted by the IRS. **Do not submit your annual financial report for your current fiscal year until its filed with the IRS.**
- Registered charitable organizations that receive more than \$500,000 in gross revenues or have an audited financial statement because the organization was required to obtain one by another governmental agency or a 3rd party, must also submit a copy of an audited financial statement as part of the organization’s annual financial report.
- Charities are also required to pay an annual fee through the State of Hawaii Payment portal.

# IRS Form 990 or 990-EZ Filing Options

- Option 1: Form 990 may be completed on the [efile.form990.org](http://efile.form990.org) site and transmitted with the HI transmittal Form to Hawaii at the same time that the electronic data is transmitted to the IRS.
- Option 2: Form 990 may be completed on the [efile.form990.org](http://efile.form990.org) site or through any other system, uploaded as a PDF file, and then transmitted with the HI Transmittal Form
- Option 3: Form 990, if done by hand, can be converted to PDF format and uploaded. Then transmitted with the HI Transmittal Form.



# Completing the HI Transmittal Form Process

- Your Login ID –Your Login ID is your organization’s EIN without the dash, followed by a two digit number (i.e. 01, 02, etc.).
- Create a New Filing. Organizations have three options for creating and submitting a Hawaii Charity Annual Financial Report. These options are based on whether your organization has already filed or needs to file Form 990 with the IRS.
- Complete the Hawaii Annual Financial Report by inputting the information requested on each screen in the electronic filing process.
- Electronically “Sign” or Authenticate the filing.
- Transmittal and Fee Payment. When the filing has been accepted, you will receive an email. This e-mail will contain a link that will take you to the Hawaii Attorney General’s website to pay your organization’s Annual Fees.

e-file and print your Form 990 and state registration forms

A simple way for nonprofit organizations to prepare & file tax returns



LOGIN >>

REGISTER >>

To get started go to:

**[Http://Efile.form990.org](http://Efile.form990.org)**  
and click the "Login" button.

## Quick Menu

[Control panel](#)

[Create new return](#)

[Manage account](#)

**State Forms:**  
[Hawaii](#), [Michigan](#),  
[New York](#)

[Tech support](#)

[Filing deadlines](#)

[Keeping exempt status \(IRS\)](#)

[FAQ](#)

- Error checking
- Dedicated support staff
- Tips & instructions embedded within forms
- Convert returns into PDFs for easy printing & sharing
- Internet Explorer & Firefox compatible ([details](#))

- **990-EZ** -- [requirements](#)
- **990-N** -- use [epostcard.form990.org](http://epostcard.form990.org)
- **8868 extension request** -- [requirements](#)
- **State forms** -- [Hawaii](#), [Michigan](#) & [New York](#) available now. More [coming soon!](#)

## Pricing

- FREE for organizations with less than \$100,000 in gross receipts
- Starting at \$35 for larger organizations. [Fee schedule](#) (Updated 4/17/2012)

## News

- **March 17, 2014:** The Tax Year 2013 Form 990, 990-EZ and Form 8868 (request for

SHARE

[Home](#) [Support](#) [Links](#) [Log In](#)

## Login

**NOTICE: 8/28/2014 9:40 am (eastern): The maintenance is complete. You may access the system now.**

**Recent versions of Firefox have problems viewing some PDF files (including ours). Click [here](#) for details**

**You can use our system to electronically file both your IRS Form 990/990-EZ and your NY CHAR500. [Details](#)**

**You have requested an option that requires you to login.**

**If you do not remember your Login ID:** For Nonprofits, your Login ID is the EIN of your organization (without the dash) plus a sequential number starting with 01. So for EIN 00-1234567, the first Login ID created would be 00123456701, the second Login ID would be 00123456702, and so on. If you know your Login ID, but do not remember your password, enter your Login ID below and click the 'Email Password' button. The system will send your password to the email address we have on file for you.

**Please enter your login ID and password:**

Login ID

Password



Log In

Cancel

Email Password

Request Login ID

Please **do not** share your Password or allow another person to login using your Login ID. **Each person that logs into the organization's account must have their own user login.**

Concerned about your privacy? Please view our [privacy](#) policy.

This website is best viewed with Microsoft Internet Explorer 6.0+ or Mozilla Firefox with a screen resolution of 1024 X 768.

Copyright © 1999 - 2014 the NCCS/NASCO E-Filing Site. All rights reserved.

Last modified: April 25, 2014.





e-file and print your Form 990 and state registration forms

[Home](#)
[Support](#)
[Links](#)
[Log Out](#)

## Control Panel

NOTICE: Recent versions of Firefox have problems viewing some PDF files (including ours). Click [here](#) for details

Click here to start an Annual  
Financial Report.

electronically file both your IRS Form 990/990-EZ and your NY CHAR500. [Details](#)

Pay Tax & Charities

Create a New Filing

## Filing List

Click on the Action Icon to the right of the filing you want to access. See the legend (below) for a description of the actions.

Tax Year	Start Date	End Date	Created On	Filing Type	IRS Form	State Forms	Status	Action (see Legend below)
2012	1/1/2012	12/31/2012	08/29/2014	Return	None	HI URS	Accepted	

## Quick Menu

[Manage User Accounts](#)  
[Technical Support](#)  
[FAQ](#)  
[Participating States](#)  
[E-Filing Steps](#)  
[Requirements and Tips](#)  
[Filing Deadlines](#)

## Action Legend

	Edit a Return in Filing
	View Filing Status
	Change Return Dates
	Delete Filing
	Authenticate Filing
	Pay 990 Online Usage Fee
	Add New Form to Filing



e-file and print your Form 990 and state registration forms

Quick Jump ▾ Create New Filing Log Out

### Create Filing Process (Filing Info)

User: 11900201501 - Deputy Attorney General, Hawaii Tax & Charities (NonProfit)

Welcome to the 990 Online Return and Charity Registration Creation Process

This is the starting place for creating returns and registrations in the 990 Online and Online State Charity Registration System.

This process walks you through the steps of creating a new 990 Online filing. A 990 Online filing can be either a Form 990 or a group of related returns (such as a Form 990, a State Charity Registration for Hawaii and a State Charity Registration for Pennsylvania) which are created and electronically filed as a group.

To begin the process, please enter the start and end dates for the reporting period (i.e the fiscal year which this report covers). The start date is the first day of the fiscal year and the end date is the last day of the fiscal year. Click the Next button below. You may access more information by clicking the help icon associated with each question.

Organization EIN:

11-9002015

Organization Name

Hawaii Tax & Charities

Tax Period Start Date

01/01/2013

Tax Period End Date

12/31/2013

Cancel Next >>

Once you enter the start date the end date will automatically populate.



The first annual report that your organization must submit to the Hawaii Attorney General's office is for the fiscal year following the fiscal year that the organization used to complete its registration.

Example: The organization completed the Registration using the information from its Form 990 for the period of 1/1/2013 -12/31/2013. The first annual financial report that the organization will need to file with the Hawaii Attorney General's office is for the period of 1/1/2014 – 12/31/2014.



## Create Filing Process (Return Info)

User: 11900201501 - Deputy Attorney General, Hawaii Tax &amp; Charities (NonProfit)

This pages allows you to specify the IRS form you wish to create. It also allows you to specify if you wish to create state filings.

Please select the type of IRS form to file (if any)

&lt;&lt; Back Cancel Next &gt;&gt;



Please select form

Form 8868 - Extension

Form 990

Form 990-EZ

Not filing an IRS form

Questions or problems regarding this web site should be directed to [Tech Support](#).Concerned about your privacy? Please view our [privacy](#) policy.

This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.

Current Web Page: Form990Main - CreateNew\_ReturnInfo

Copyright © 1999 - 2014 the NCCS/NASCO E Filing Site. All rights reserved.

Last mod

If the organization has **already filed** an a 990/990-EZ/990-N or other annual return with the IRS, select **“Not filing an IRS Form.”**

If the organization wants to electronically file a Form 990 or 990-EZ with the IRS **and** complete an Annual Financial Report at the same time, select either the Form 990 or 990-EZ.



**NOTE:** You **cannot** complete the Form 8868 – Extension **and** an Annual Financial Report at the same time.

## Create Filing Process (Return Info)



User: 11900201501 - Deputy Attorney General, Hawaii Tax & Charities (NonProfit)

**This pages allows you to specify the IRS form you wish to create. It also allows you to specify if you wish to create state filings.**

Please select the type of IRS form to file (if any)

 Not filing an IRS form 

Are you going to complete state forms for this filing?

 Yes 



Check  
"Yes"

<< Back Cancel Next >>

Questions or problems regarding this web site should be directed to [Tech Support](#).

Concerned about your privacy? Please view our [privacy](#) policy.

This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.

Current Web Page: Form990Main - CreateNew\_ReturnInfo

Copyright © 1999 - 2014 the NCCS/NASCO E-Filing Site. All rights reserved.

Last modified: June 10, 2014.



e-file and print your Form 990 and state registration forms

[Quick Jump](#) [Create New Filing](#) [Log Out](#)**Create Filing Process (State Forms)****User:** 11900201501 - Deputy Attorney General, Hawaii Tax & Charities (NonProfit)**You have selected to file with one or more individual states.**

Please check at least one state form you wish to file.

*Click the help icon for detailed information about the state forms listed.*

- ☒ Hawaii Annual Charity Transmittal Form
- ☐ Michigan Initial Charitable Trust/ Charitable Solicitation Questionnaire  
(complete this form ONLY if you have not previously filed with Michigan)
- ☐ Michigan Registration To Solicit Donations

If you are not including any state forms with this filing, please go back to the **Return Info** web page and select **No** to the **Are you going to complete state forms for this filing?** question.

[<< Back](#) [Cancel](#) [Next >>](#)

Check the Hawaii Annual Charity Transmittal Form box.

Questions or problems regarding this web site should be directed to [Tech Support](#).Concerned about your privacy? Please view our [privacy](#) policy.

This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.

Current Web Page: Form990Main - CreateNew\_StateForms

Copyright © 1999 - 2014 the NCCS/NASCO E-Filing Site. All rights reserved.

Last modified: June 10, 2014.

## Create Filing Process (Sum

User: 11900201501 - Deputy Attorney General, Haw

**Summary**

Organization EIN: 11-9002015  
Organization Name: Hawaii Tax & Charities  
Tax Period Start Date: 01/01/2013  
Tax Period End Date: 12/31/2013  
IRS form: Not filing an IRS form  
Form Delivery: E-file

The following state forms have been selected for filing:

Hawaii Annual Charity Transmittal Form

**If the above information is correct, you are ready to start entering the information into this filing.** When you click the *Finish* button, the system will save the information you have entered here and will send you to the 990 Online system so you can begin entering information for the State Charity Forms you have selected.

&lt;&lt; Previous

Finish

Questions or problems regarding this web site should be directed to [Tech Support](#).Concerned about your privacy? Please view our [privacy](#) policy.

This website is best viewed with Microsoft Internet Explorer or Mozilla Firefox with a screen resolution of 1024 X 768.

Current Web Page: Form990Main - CreateNew\_Summary

Copyright © 1999 - 2014 the NCCS/NASCO E-Filing System. All rights reserved.

Last modified: June 10, 2014.

Check the information to verify that you **DO or DO NOT** want to file a Form 990/990EZ with the IRS **AND** you are filing a “Hawaii Annual Charity Transmittal Form.” If the information is correct, check “Finish” button.

If you need to change anything, check the “Previous” button and make the corrections.



e-file and print your Form 990 and state registration forms

Click Jump ▾ State Filings ▾ Hawaii ▾ Transmittal ▾ Start Page Log Out

## State Registration Electronic Filing Hawaii Transmittal

**Organization:** Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2013

Welcome to the State Registration E-Filing System for Hawaii.

You are about to create a Hawaii Annual Transmittal Form.

If your organization has filed or is going to file a Form 990 or Form 990EZ with the IRS, the Annual Transmittal Form is used to do the following:

To Upload a PDF of your organization's IRS Form 990/990EZ and submit it to the State of Hawaii, and

To complete information not available on the IRS Form 990/990-EZ and submit it to the State of Hawaii; and

To Upload a PDF of your organization's audited financial statement (if required) and submit it to the State of Hawaii.

If your organization files a Form 990N with the IRS (the "e-postcard") or does not file a Form 990/990EZ with the IRS, the Annual Transmittal Form is used to do the following:

To complete organizational information and submit it to the State of Hawaii, and

To prepare and electronically submit an annual financial report with the Department of the Attorney General, State of Hawaii.

Select the **Edit Transmittal** button below to begin the process of creating your Hawaii Annual Transmittal.

Edit Transmittal



Click to start  
entering data.

Questions or problems regarding this web site should be directed to [Tech Support](#).

Concerned about your privacy? Please view our [privacy](#) policy.

This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.

Current Web Page: HITransmittal - StartPage

Copyright © 1999 - 2014 the NCCS/NASCO E-Filing Site. All rights reserved.

Last modified: June 10, 2014.





e-file and print your Form 990 and state registration forms

Quick Jump ▾ State Filings ▾ Hawaii ▾ Transmittal ▾ General Information Log Out

### General Information

<< Back Undo Changes Save Next >>

**Organization:** Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2013

Federal employer ID number (EIN)

11-9002015

For the fiscal year beginning

01/01/2013

For the fiscal year ending

12/31/2013

1 Name of organization on file with the IRS

1 ? Hawaii Tax & Charities

2 Mailing address

Information should pre-populate. If it does not enter the data. If there have been changes to the information since the last transmittal, enter the new data.

Click "Save" then "Next."

2 ? United States

b ? 425 Queen Street

c ?

d ? Honolulu

e ? Hawaii

f ? 96813

3 ? 808-586-1480

4 ? ATG.Charities@Hawaii.gov

<< Back Undo Changes Save Next >>

Input the data and click "Save" then "Next."

Note: If you skip entering information into a mandatory field and click "Save" or "Next", an error message will appear. You may check the "Skip current page validation" box to move on, however, you will need to go back and fill in the information to be able to complete the Annual Financial Report process.





e-file and print your Form 990 and state registration forms

Quick Jump ▾ State Filings ▾ Hawaii ▾ Transmittal ▾ General Information Log Out

- Start Page
- General Information
- Financial Information Questions
- Signature
- What's Next

Organization Information 11-9002015 Tax Year: 2013

Federal employer ID number (EIN)

For the fiscal year beginning

For the fiscal year ending

1 Name of organization on file with the IRS

1 ?

2 Mailing address

2 ?

a Country

b Address Line - 1

b ?

c Address Line - 2

c ?

d City

d ?

e State

e ?

f Zip Code

f ?

3 Telephone number

3 ?

4 Email Address

4 ?

<< Back Undo Changes Save Next >>

The drop-down box under “Transmittal” allows you to navigate and go to any question/screen in the filing process.

Questions or problems regarding this web site should be directed to [Tech Support](#).

Concerned about your privacy? Please view our [privacy](#) policy.

This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.

Current Web Page: HITransmittal - GeneralInformation

Copyright © 1999 - 2014 the NCCS/NASCO E-Filing Site. All rights reserved.

Last modified: June 10, 2014.



e-file and print your Form 990 and state registration forms

Quick Jump ▾ State Filings ▾ Hawaii ▾ Transmittal ▾ Financial Information Question Log Out

### Financial Information

<< Back Undo Changes Save Next >>

**Organization:** Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2013

If the organization has filed or is going to file a Form 990 or Form 990-EZ with the IRS, you are required to attach a pdf copy of the IRS filing with the Hawaii Transmittal. Please select **Yes** to the question below.

If the organization has filed or is going to file a Form 990-N (e-Postcard) with the IRS or the organization is not required to file with the IRS, additional financial information is required to be submitted with the Hawaii Transmittal. Please select **No** to the question below. You will be asked to provide this additional information.

- 6 Has the organization filed or is going to file a Form 990 or Form 990-EZ with the IRS. 6 ? Yes ▾

<< Back Undo Changes Save Next >>

If your organization has filed a Form 990 or 990-EZ, check "yes" for the regular Hawaii Annual Transmittal Form

Questions or problems regarding this web site should be directed to [Tech Support](#).

Concerned about your privacy? Please view our [privacy](#) policy.

This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.

Current Web Page: HITransmittal - FinancialInformationQuestion

Copyright © 1999 - 2014 the NCCS/NASCO E-Filing Site. All rights reserved.

Last modified: June 10, 2014.

e-file and print your Form 990 and state registration forms

**Quick Jump** ▾ **State Filings** ▾ **Hawaii** ▾ **Transmittal** ▾ **Financial Information** **Log Out**

**Financial Information**

<< Back   Undo Changes   Save   Next >>

**Organization:** Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2013

If you have completed the IRS Form 990 or Form 990-EZ, the following information (except for Fundraising Expenses for the Form 990-EZ) was copied from that filing. Otherwise, you need to enter the following financial information.

<b>6</b>	Total Revenue	<b>6</b> ?	<input type="text" value="0"/>
<b>7</b>	Program Service Expenses	<b>7</b> ?	<input type="text" value="0"/>
<b>8</b>	Fundraising Expenses	<b>8</b> ?	<input type="text" value="0"/>

<< Back   Undo Changes   Save   Next >>

Questions or problems regarding this web site should be directed to [Tech Support](#).  
Concerned about your privacy? Please view our [privacy](#) policy.  
This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.  
Current Web Page: HITransmittal - FinancialInformation  
Copyright © 1999 - 2014 the NCCS/NASCO E-Filing Site. All rights reserved.  
Last modified: June 10, 2014.

**Total revenue = Form 990 Part I, Line 12, Form 990-EZ Part I, Line 9.**

**Fundraising Expenses = Form 990, Part IX, Line 25 Column D**

**Program Service Expenses = Form 990 Part IX, Line 25, Column B Form 990-EZ Part III, Line 32.**

[Quick Jump](#) ▾ [State Filings](#) ▾ [Hawaii](#) ▾ [Transmittal](#) ▾ [IRS Attachments](#) [Log Out](#)

## IRS Form 990 or Form 990-EZ Attachments

[<< Back](#) [Save](#) [Next >>](#)

**Organization:** Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2013

### IRS Form 990 or Form 990-EZ Attachments

You need to attach a PDF version of IRS Form 990 or Form 990-EZ if you have filed one with the IRS. If you are required to file the Form 990 or Form 990-EZ with the IRS, do not complete this form until you have the appropriate documents to attach.

**Important:** If your Form 990 or Form 990-EZ contains a Schedule B, you must provide it as a separate attachment. If the Schedule B is not a separate attachment, it will be accessible to the public in the Hawaii charity registry. You should upload the Form 990 or Form 990-EZ attachment and then upload the Schedule B attachment.

The following is a list of Form 990 (EZ) documents being include with this filing.

Uploaded File	Attachment Description
2013 Form 990.pdf	Form 990 <a href="#">? Remove</a>
2013 Schedule B.pdf	Schedule B <a href="#">? Remove</a>

[Upload at attachment](#) [Choose File](#) no file selected OR [Select a previously uploaded file](#)

[<< Back](#) [Save](#) [Next >>](#)

The default description is "Form 990/990EZ Document" that can be changed to the name of whatever document was actually uploaded.

Questions or problems regarding this web site should be directed to [Tech Support](#).  
Concerned about your privacy? Please view our [privacy](#) policy.

The name that appears under "uploaded file" is whatever name the PDF document had on the person's computer. This name does not show up on the Annual Transmittal Form.

Upload the PDF of the Form 990/990EZ.  
**Schedule B should be uploaded as separate PDF document. NOTE: If the Schedule B is included in the PDF of the Form 990/990EZ it will be made available for public viewing on the Hawaii Charities website.**





e-file and print your Form 990 and state registration forms

Quick Jump ▾ State Filings ▾ Hawaii ▾ Transmittal ▾ Financial Attachments Log Out

### Audited Financial Attachments

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2013

#### Audited Financials

Audited financials are required for charities with more than \$500,000 in contributions. Contributions do not include governmental grants, and grants from other 501(c)(3) organizations, or membership dues or assessments.

The following is a list of financial documents being include with this filing.

#### Uploaded File

Hawaii Tax & Charities Audited  
Financial Report.pdf

#### Attachment Description

Financial document

? Remove

Upload an attachment

Choose File no file selected

or Select a previously uploaded file

?

<< Back Undo Changes Save Next >>

Questions or problems regarding this web site should be directed to [Tech Support](#).

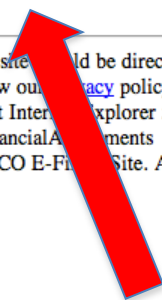
Concerned about your privacy? Please view our [privacy](#) policy.

This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.

Current Web Page: HITransmittal - HIFinancialAttachments

Copyright © 1999 - 2014 the NCCS/NASCO E-File Site. All rights reserved.

Last modified: June 10, 2014.



You may upload a PDF copy of your audited financial report here. Audited Financial reports are reviewed by the Attorney General's office but are **NOT** made available on the Hawaii Charities website for public viewing.

efile.form990.org/EntryMain.aspx?LoginStateID=1393238 — States — Signature

FORM 990 ONLINE

NATIONAL CENTER FOR CHARITABLE STATISTICS at the Urban Institute

e-file and print your Form 990 and state registration forms

Quick Jump ▾ State Filings ▾ Hawaii ▾ Transmittal ▾ Signature Log Out

Signature

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2013

The following dropdown list contains the officers that are registered with this site to sign filings for the organization. Please select the signing officer.

10 Officer of Organization


Officer's Title

10 Deputy Attorney General

President

Note: If an authorized signer is not shown in the dropdown list(s) above, click this help icon for details on adding the signer.

<< Back Undo Changes Save Next >>



The names that will appear in the drop down box are the names of the people who have active logins to this account and whose profile indicates that the person is authorized to sign documents on behalf of the organization. **One officer of the organization must electronically sign (authenticate) the Annual Financial Report in order to complete the report and for the system to submit it to the Hawaii Attorney General's office.**





e-file and print your Form 990 and state registration forms

Quick Jump ▾ State Filings ▾ Hawaii ▾ Transmittal ▾ What's Next Log Out

Home Quick Jump Options

Control Panel

Status Page

Verify Current Form

Verify Filing

Generate and View PDFs

Hawaii State Information ▾

### What To Do Next

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year:

on process for this form by selecting **Quick Jump -> Verify Current Form** to make the necessary corrections. The state filing cannot be marked complete

Once you have completed and the information, you should generate the PDF reports for the form. **Quick Jump -> Generate and View PDF's**

When you are satisfied that the forms are complete, you can set the state filings as complete. **Verify Filing.** This process verifies all the state filings, allows you not mark the filing as complete. The process initiates the generation of new PDF reports and returns you to the Form 990 status page. authentication and filing process.

After the filing is complete, it is transmitted to the IRS. The IRS will make this transmittal filing available. It can take 24-48 hours. After Hawaii picks up the filing, they acknowledge it has been received. The email to the filer's email address. This email contains a link to the Hawaii website for you to make a payment. should wait 24 hours after receiving the acknowledgement email prior to trying to make a payment.

<< Back

Questions or problems regarding this web site should be directed to [Tech Support](#).

Concerned about your privacy? Please view our [privacy](#) policy.

This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.

Current Web Page: HITransmittal - WhatNext

Copyright © 1999 - 2014 the NCCS/NASCO E-Filing Site. All rights reserved.

Last modified: June 10, 2014.

Clicking "Quick Jump" you may:

✓"Verify Current Form" to display any errors or missing information in your annual report.

✓"Generate and view a PDF Copy" of the filing, and

✓"Verify the Filing."

**View and Build PDFs**

**Organization:** Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2013

The PDF files were last generated 9/6/2014 5:50:30 AM.  
If you have made changes since then, please regenerate the PDF files by clicking the link below.

Click [here](#) to generate (or regenerate) the pdf files for this filing.

Click the PDF link in the description below to view the PDF files:

[HI State Annual Transmittal](#)

Click the orange “here” to generate the PDF. Once you click, if you hit “refresh” it will tell you the status of making the PDF.

Questions or problems regarding this web site should be directed to [Tech Support](#).  
Concerned about your privacy? Please view our [privacy](#) policy.

This is what the PDF will look like and you may print and review it to make sure that all of the information is correct.

Firefox with a screen resolution of 1024x768

**STATE OF HAWAII**  
**DEPARTMENT OF THE ATTORNEY GENERAL**  
**TAX & CHARITIES DIVISION**  
425 QUEEN STREET  
HONOLULU, HAWAII 96813  
808-586-1480 FAX 808-586-8116

**ANNUAL CHARITY TRANSMITTAL FORM**

Period Covered: 1/1/2013 to 12/31/2013  
Tax Year: 2013  
EIN: 11-9002015  
Organization Name: Hawaii Tax & Charities  
Address Line 1: 425 Queen Street  
Address Line 2:  
City, State or Country & Zip: Honolulu, HI 96813  
Email Address: ATG.Charities@hawaii.gov  
Phone Number: 808-586-1480

Total Revenue: \$ 0  
Program Service Exp: \$ 0  
Fundraising Exp: \$ 0

Submitted By: Deputy Attorney General  
Title: President

Attachments: 119002015b\_172514\_Attachment\_Financial document  
119002015b\_172514\_Attachment\_RSF Form Form 990  
119002015b\_172514\_Attachment\_RSF Form Schedule B



e-file and print your Form 990 and state registration forms

Quick Jump ▾ State Filings ▾ Hawaii ▾ Transmittal ▾ What's Next Log Out

### Verification Errors - Current Form

Return

**Organization:** Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2013

No errors exist for this verification process. You may proceed with entering more information or if all forms have been completed, you may verify the filing (Quick Jump -> Verify Filing) to verify the filing and mark it as complete.

#### State Form

#### Web Page

#### Warning Messages

HI HITransmittal [Financial Information](#)

Total revenue is 0. If this is not correct, please provide the correct amount.

[Financial Information](#)

Program service expenses is 0. If this is not correct, please provide the correct amount.

Return

Questions or problems regarding this web page should be directed to [Tech Support](#).

Concerned about your privacy? Please view our [privacy](#) policy.

This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.

Current Web Page: Common - Verification ErrorsCurrentForm

Copyright © 1999 - 2014 the NCSS/NIAS E-Filing Site. All rights reserved.

Last modified: June 10, 2014

The orange links on the left side of the page will take you directly to the page that requires additional information.



e-file and print your Form 990 and state registration forms

Quick Jump ▾ State Filings ▾ Hawaii ▾ Transmittal ▾ Financial Information Log Out

### Verification Errors

[Return](#)

**Organization:** Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2013

No errors exist for this verification process. You may proceed with entering more information or if all information has been entered, you may proceed to mark the filing as complete.

Click [here](#) to mark filing as complete.

[Return](#)

Questions or problems regarding this web site should be directed to [Tech Support](#).  
Concerned about your privacy? Please view our [privacy](#) policy.  
This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.  
Current Web Page: Common - VerificationErrors  
Copyright © 1999 - 2014 the NCCS/NASCO E-Filing Site. All rights reserved.  
Last modified: June 10, 2014.

Click the orange “here” to to complete the Annual Financial Report and log off.

From: <efiletechsupport@urban.org>  
To: <ATG.Charities@Hawaii.gov>  
Date: 09/05/2014 11:55 PM  
Subject: 990 Online Filing: Final Steps

Hawaii Tax & Charities  
11-9002015  
Filing Year: 2013

Return(s) in this Filing:  
> HI Annual Transmittal (E-file)

Filing Status Page:  
<http://efile.form990.org/frmNPCheckFedStateGroupStatus.asp?GroupID=172614>

Thank you for using the 990 Online for creating this filing. All the forms in this filing have been marked as complete and the filing is almost ready to be electronically transmitted. The following steps need to be performed before we can transmit your filing.

**AUTHENTICATION (Electronically Sign this Filing)**

The Authentication process is where the authorized officers of (and/or Paid Tax Preparer for) the organization electing to file this return is REQUIRED in order to electronically file this return. To begin this process, the people listed below must click the 'Click Here to Authenticate' link. Once you have started the process, the system will ask you to attest to the accuracy of the information provided and then send you an email with a link in it. You must click the link in the email, log back into the system and then electronically sign the return in order to complete the process. We cannot electronically file this return until the authentication process has been completed by the people listed below. You can click on the 'Filing Status Page' link above to begin the Authentication Process. The following people must perform this step:

--> Deputy Attorney General (Login ID: 11900201501)

**VERIFY FINAL COPY OF YOUR RETURN(S):**

After you marked your return as complete (and paid the 990 Online Usage Fee - if applicable), our system generated the FINAL PDFs of your filing. We strongly encourage you to review the final copy of your filing that was created when you marked it as complete. The pdf of this final copy is available at the Filing Status Page for your filing. Please click the link at the top of this email to go to the Status page for this filing.

Please feel free to contact us if you have any questions.

Thank You  
efile.form990.org technical support team



The officer that is selected to authenticate the filing and the individual that prepared the filing will receive this email. The email will be sent to the email address listed in the officer's user profile. The officer should click this link and log in to the Efile.form990.org site to start the authentication process.





e-file and print your Form 990 and state registration forms

[Home](#) [Support](#) [Links](#) [Log Out](#)

### Check Filing Status

Hawaii Tax & Charities  
11-9002015  
2013 HI State form  
1/1/2013 - 12/31/2013

#### Links

[Control Panel](#)  
[E-file Steps](#)

#### View PDF images of this filing

 [HI State Annual Transmittal](#)

#### Current Status:

**Awaiting Authentication**

The data entry for this return is complete. The filing must now be authenticated (electronically signed).

#### Next Step:

Each of the people listed in the *Authentication* Step in the Filing Checklist (below) must authenticate this return. To begin the process, each person must log into the system, come to this page and then click the *Click here to Authenticate this Filing* link next to their name in the Filing Checklist.

#### Filing Checklist

##### No. Step

- 1 Edit HI Annual Transmittal:
- 2 Authentication (electronic signature):
  - » Deputy Attorney General, President

##### Status

- ☒ OK
- ☐ To Do

##### Description

Completed by Deputy Attorney General, President on 9/6/2014 5:55:33 AM

[Click Here to Authenticate this Filing](#) -- (Problems? [Click here](#))

NOTE: Contact [Tech Support](#) if you want to edit the completed form above

Once logged in, the officer should review the PDF copy of the filing to make sure that all of the information is correct.

Once the officer verifies that the Annual Transmittal is complete, click "click here to Authenticate the Filing" to start the authentication process.

Questions or problems regarding this web site should be directed to [Tech Support](#)

Concerned about your  
This website is best  
Copyright © 1999 -  
Last modified: April

If corrections need to be made to the Annual Transmittal, contact tech support.

with a screen resolution of 1024 X 768.





e-file and print your Form 990 and state registration forms

- Home
- Support
- Links
- Log Out

Authenticate (electronically sign) Filing - Step 1

Hawaii Tax & Charities  
11-9002015  
2013 HI State form  
1/1/2013 - 12/31/2013

**IMPORTANT:** If you are not authorized to sign this filing, or if you are not the person listed below, please click the Cancel button below.

Name: Deputy Attorney General  
Title: President  
Email: ATG.Charities@Hawaii.gov

(If your email address is not correct, please [correct](#) it before proceeding)

Please click the *Next* button to continue.

Cancel    Next >>

Ques  
Conc  
This v  
Copy  
Last r

Please note, only the officer of the organization identified in the authentication screen should be completing the authentication.



e-file and print your Form 990 and state registration forms

- Home
- Support
- Links
- Log Out

Authenticate (electronically sign) Filing - Step 2

Hawaii Tax & Charities  
11-9002015  
2013 HI State form  
1/1/2013 - 12/31/2013

If you are ready to sign this filing, please read the declarations below and then click the **Sign Filing** button.

**NOTE:** The following declarations are required by the IRS and/or any state(s) in which you have elected to file.

**Hawaii State Declaration:** In signing or authenticating this registration statement I certify that the statements contained therein are true and correct to the best of my knowledge and that this registration statement is being signed under penalties provided by section 710-1063, Hawaii Revised Statutes

**General Declaration:** It is my intent to sign this document using my Login ID as a digital signature. I understand that pursuant to any state or federal law applicable to electronic transactions or digital signatures, that my electronic signature has the same legal effect as a physical signature including, but not limited to, penalties provided by law for unsworn falsification to a governmental authority in an official matter.

<u>Deputy Attorney General</u>	<u>President</u>	<u>9/6/2014</u>
Name	Title	Date

Cancel Sign Filing

Ques  
Conc  
This v  
Copy  
Last r

Please note, by electronically signing (authenticating) this filing the person is certifying under penalties of unsworn falsification that the statements contained in the filing are true and correct to the best of their knowledge and that they are the person identified in the authentication screen. **Under Hawaii's laws, committing an unsworn falsification is a misdemeanor.**



e-file and print your Form 990 and state registration forms

**Authenticate (electronically sign) Filing - Step 3**

**You will receive an email shortly that contains a link to complete the authentication process for this filing.**

You must follow the link in the email and certify that you authenticated this filing.

This filing cannot be electronically filed until this is done.

**IMPORTANT NOTE**

You should receive the Authentication email within five minutes.  
If you do not receive it in that time, please check your email spam filter to make sure the email was not sent to your Spam folder.

**Please close your browser now.**

(You may experience problems with the final authentication step if you leave this browser window open.)

After completing Step 2 of the Authentication process, the officer must close their browser to move on to the final step in the authentication process. The system will then automatically send an email to the officer with a link to complete the authentication process.

Questions or problems regarding  
Concerned about your privacy? Pl  
This website is best viewed with M  
Copyright © 1999 - 2014 the NCC  
Last modified: April 25, 2014.

From: <efiletechsupport@urban.org>  
To: <ATG.Charities@Hawaii.gov>  
Date: 09/06/2014 12:00 AM  
Subject: 990 Online Authentication

Deputy,

The filing for the following organization is ready for authentication:

Organization Name: Hawaii Tax & Charities  
Organization EIN: 11-9002015  
Filing Description: HI State form

Please follow the link below to complete the process:

<https://efile.form990.org/ConfGrp.asp?119002015Gh280814cM>

NOTE: you will be required to log in again when you click this link.

Once you certify that you Authenticated (signed) the filing, it will be m

Thank You

efile.form990.org Technical Support

This is the email that the officer will receive. The officer **must** use the link provided in the email that takes you back to the Efile.form990.org site to complete the final step in the authentication process.

File Edit View Create Actions Tools Window Help

Certify Authenticator x

Search Yahoo!

Back Forward http://efile.form990.org//ConfGrp.asp?119002015Gh280814cM Print

**FORM 990 ONLINE**

NATIONAL CENTER FOR CHARITABLE STATISTICS *at the* Urban Institute

e-file and print your Form 990 and state registration forms

**Certify Authenticator**

**Hawaii Tax & Charities**  
**11-9002015**  
**2013 HI State form**  
**1/1/2013 - 12/31/2013**

Name: Deputy Attorney General  
Title: President

I certify that I am Deputy Attorney General and that I am authorized to sign this filing (click below).

Questions or problems regarding this web site should be directed to [Tech Support](#)  
Concerned about your privacy? Please view our [privacy](#) policy.  
This website is best viewed with Microsoft Internet Explorer 6.0+ or Mozilla Firefox with a screen resolution of 1024 X 768.  
Copyright © 1999 - 2014 the NCCS/NASCO E-Filing Site. All rights reserved.  
Last modified: April 25, 2014.

Online

File Edit View Create Actions Tools Window Help

Authentication Successful x

Search Yahoo!

Back Forward http://efile.form990.org//confGrpSuccess.asp?GroupID=172614 Print

**FORM 990 ONLINE**

NATIONAL CENTER FOR CHARITABLE STATISTICS *at the* Urban Institute

e-file and print your Form 990 and state registration forms

**Authentication Successful**

Hawaii Tax & Charities  
11-9002015  
2013 HI State form  
1/1/2013 - 12/31/2013

**This filing has been authenticated.**

**Thank you.**

Your filing is now ready to transmit to HI. This should happen within one business day.

Once HI has received your filing, they will process it and send us back an acknowledgment. Our system will then send you an e-filing receipt, via email, stating whether the filing was accepted or rejected. If the filing was rejected, the e-filing receipt will contain information to help you make the appropriate corrections so you can resubmit the filing.

You can check the status of your filing at any time at the 990 Online Return Status page (Click Here)

Please print this page for your records.

[Return to Control Panel](#)

Questions or problems regarding this web site should be directed to [Tech Support](#)  
Concerned about your privacy? Please view our [privacy](#) policy.  
This website is best viewed with Microsoft Internet Explorer 6.0+ or Mozilla Firefox with a screen resolution of 1024x768

Done

Online

After completing the authentication process the officer may click the "Return to Control Panel" to view the status of the filing.



## Control Panel

**NOTICE:** Recent versions of Firefox have problems viewing some PDF files (including ours). Click [here](#) for details

You can use our system to electronically file both your IRS Form

### Hawaii Tax & Charities

Create a New Filing

If the officer has completed the authentication process the status will indicate that the filing is "Pending." If the officer still needs to complete the authentication process, the status will indicate "Awaiting Authentication."

### Filing List

Click on the *Action* Icon to the right of the filing you want to access. See the legend (below) for a description of the actions.

Tax Year	Start Date	End Date	Created On	Filing Type	IRS Form	State Forms	Status	Action (see Legend below)
2013	1/1/2013	12/31/2013	09/06/2014	Return	None	HI Transmittal	Pending	
2012	1/1/2012	12/31/2012	08/29/2014	Return	None	HI URS	Accepted	

### Quick Menu

Done

### Action Legend

Online

**From:** [noreply@ehawaii.gov](mailto:noreply@ehawaii.gov)  
**To:** [ATG Charities](#)  
**Subject:** Hawaii Annual Charity Filing Fee Now Due  
**Date:** Wednesday, March 01, 2017 6:30:05 AM

---

Aloha,

Your annual charity filing fee is due and available for payment. To submit payment, go to <http://ag.ehawaii.gov/charity>. Please note that payment must be made within 14 days of receiving this email. Failure to process payment within this time period may result in the assessment of late fees.

Charity:

FEIN:

If you have any questions, you may contact the Tax & Charities Division at [ATG.Charities@hawaii.gov](mailto:ATG.Charities@hawaii.gov)

Mahalo,  
Hawaii Attorney General Tax & Charities Division

This is the email that the system sends once the Annual Transmittal Form has been received by the Hawaii Attorney General's office. The email is sent to the person who authenticated the filing and the email that is listed for the organization on the annual report.



# Hawaii Charities


Tax & Charities Division, Hawaii Attorney General

## Welcome to Hawaii Charities Online

Pay annual registration fees that are due and search for charitable organizations registered  in the State of Hawaii.

### Pay Fees

Pay annual fees for registered charitable organizations.

 Pay Now

### Search

Search for Registered Charities (and Review their Registration and Annual Financial Reports).

 Search

After you receive the confirmation email, please use the link in the email or go to:

[Http://ag.ehawaii.gov/charity/welcome.html](http://ag.ehawaii.gov/charity/welcome.html) to process payment for your organization's annual fees. Please note that a late fee of \$20 per day up to a maximum of \$1000 may be assessed for the failure to timely pay the annual fees.